

#### **AIM QUICK FIXES**



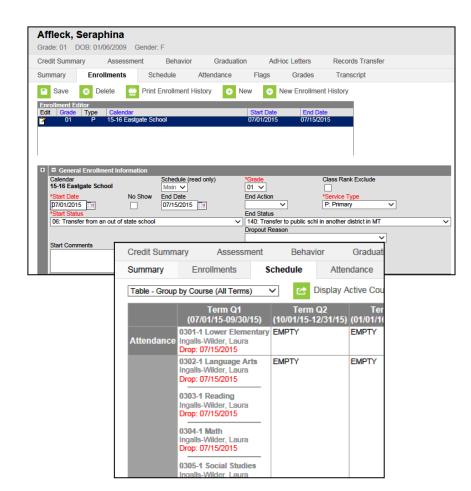
#### Managing Schedules in the Montana Edition (Value Added)

This guide is intended for Montana Edition users who wish to use the Value-Added features provided by the state. Included in this guide are instructions for modifying student schedules, including ending currently enrolled students and entering students mid-year. This guide should only be used by districts who have completed the initial setup for Montana Edition Value-Added users. If you have not completed that setup, contact the OPI AIM Staff for assistance.

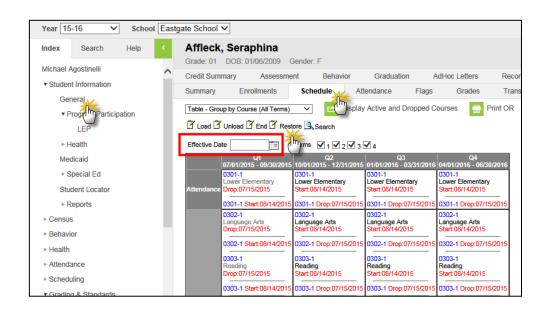
## SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Ending Enrollments

When a student leaves the district, DO NOT end the student's schedule. An *End Date* entered for a student automatically ends the student's schedule on the same date.

If the *End Date* is later modified, modify the *End Date* on the student's schedule (for proper reporting in MAEFAIRS, TEAMS, and for ADA).







### SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: Returning Students

When a student leaves the district and returns, the previous schedule should be restored (if they are returning to the same classes – if not, follow the instructions below for a new student).

From the **Index**, expand **Student Information** and select **General**. Click the **Schedule** tab.

Click Walk-in Scheduler.

Enter the *Effective Date* (the student's first date of re-attendance). Click *Restore*.

# SYSTEM ADMINISTRATOR/ SUPERVISING TEACHER: New Students

When a student enters the district midyear, a schedule must be created.

From the **Index**, expand **Student Information** and select **General**. Click the **Schedule** tab.

Click Walk-in Scheduler.

Click *EMPTY*. A list of available courses will show in the **Section Search**.

Verify the *Start Date*. Click the section(s) to add to the student's schedule. The sections appear in light gray below the course names that appear in bold.

Multiple courses may be added to one period (in the case of elementary "courses").

